

## BENEFITS UPON RECALL OR REHIRE

### PURPOSE

To establish the principles for salary and leave considerations when a person previously employed in a position subject to the policies of the State Personnel Department is laid off or separates from that service and is subsequently selected for hire into a position subject to the policies of the State Personnel Department.

### SCOPE

This policy applies to eligible former employees.

### POLICY STATEMENT

It is the policy of the State of Indiana that there are benefits in hiring former employees, and that if a former employee is subsequently rehired, s/he should be entitled to certain advantages related to salary considerations and restoration of previously-accrued leaves.

It is also the policy of the State of Indiana, that employees who are laid off and recalled within the prescribed time limits are entitled to resume employment in a manner that is as seamless as possible with appropriate modifications to their employment records due to the length of the layoff.

### REFERENCES

IC 4-15-2.2-34

IC 4-15-2.2-39

IC 4-15-2.2-40

IC 4-15-2.2-41

31 IAC 5-3-1

31 IAC 5-8-2(i)

31 IAC 5-8-3(d)

31 IAC 5-8-4(f)

31 IAC 5-12-4

EFFECTIVE DATE July 25, 2013  
Supersedes policy dated July 1, 2011

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